

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
SPECIAL MEETING
MONDAY, OCTOBER 24, 2011
5:30P.M.**

1. OPENING

1.1.1 Call to Order

Council President Porter called the meeting to order at 5: p.m.

1.1.2 Roll Call

Present: Councilmember Latasha Gatling (Excused), Mayor Eugene Grant (Absent), Councilmember Darrell Hardy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin (Absent)

Staff: Vincent Jones, City Administrator, Dashaun N. Lanham, City Clerk

2. PRESENTATIONS:

- None

3. MEETING TOPICS:

- **3.1.1. Personnel Manual Review and Discussion**
- Councilwoman Simms stated that she feels that the Personal Leave Days should be considered revising for new employees. She stated that new employees will earn personal days after one (1) year of employment. She feels the existing employee's with one year or less should be grandfathered into the clause.
- Councilman Raynor stated that he feels the recommendation from Councilwoman Simms is more appropriate for annual leave. He feels it should stay the same considering the employees are losing the day after Thanksgiving
- Councilman Porter stated he think we should modify the personal leave as a tier arrangement.
- Mr. Jones stated that the personnel manual provides the tier for the Annual Leave.
- Councilman Porter asked the Council if they would be ready for final discussion at the Regular Work Session on Monday, November 7, 2011.
- Councilman Porter stated that they would like to have a completed document before the Regular Work Session.

- Councilman Raynor requested clarity on the lunch hour for the employees.
- Mr. Jones stated that the manual provide the lunch time of 11:00am-2:00pm. However, it does not prevent an employee from taking a later lunch.
- Mayor Grant stated that he did not have an opportunity to finish his total review of the manual. He reference page 17 Article V Reporting a Complaint. He stated that if the complaint is against an elected official it should be submitted to the Board of Ethics.
- Mr. Jones stated that he does not recommend involving the Ethics Board in personnel matters.
- Mayor Grant stated that on page 18 Article 6. Training should state who will provide the training. Mayor Grant stated that Human Resources Officer revised page 26 line 11. Telephone Courtesy should require the person to repeat the message for accuracy.
- Mayor Grant stated that he applaud the staff for the work on the Personnel Manual.
- Mr. Jones thanked the Mayor and said that the Council has worked hard on the manual as well
- **3.1.2. Community Legacy Application Overview**
- Mr. Jones stated the Grants Coordinator is working to finalize the application. He stated that they are working on asking for a couple of request. Acquisition and Rehabilitation and the Veterans Memorial. He stated that he spoke with DHCD and they recommended that we provide them with a list projects.
- Councilman Porter stated that we should inquire on Commercial acquisition. Mayor Grant stated that it is a vacant lot in Ward I and we can build a property to resell. We can work with the Seat Pleasant Community Development Corporation
- Councilman Porter stated that Mr. Ashton should have a template on purchasing and reselling properties.
- Mayor Grant stated that we could get with the City Council to arrange for legislation that state that any monies from the proceeds can be used to purchase additional properties in the future.
- Mr. Jones stated that the properties are ranging from \$120,000 to \$170,000 on Martin Luther King Junior Highway
- Mr. Jones stated that the final application is due on Thursday, October 27, 2011

4. LEGISLATION

- None

5. UNFINISHED BUSINESS:

- None

6. ANNOUNCEMENTS

- Ward II Meeting, Pleasant Homes Community Center 6510 Greig St., Seat Pleasant, MD 20743, Wednesday, October 26, 2011 at 6:00pm-8:00pm
- Ward IV Meeting, Seat Pleasant City Hall-Council Chambers, Saturday, October 29, 2011 at 2:00pm-4:00pm
- National Conference on Health, Seat Pleasant Activity Center, Monday, October 31, 2011 at 6:00p.m.-8:00p.m.
- Prince George's County Municipal Association Legislative Dinner, Four Pointe Sheraton, Thursday, November 17, 2011

ADJOURN- The meeting was adjourned at 6:45p.m.

Submitted by,



Dashaun N. Lahham
City Clerk